

1997-98 SESSION
COMMITTEE HEARING
RECORDS

Committee Name:

Joint Committee on
Finance
(JC-Fi)

Sample:

- Record of Comm. Proceedings
- 97hrAC-EdR_RCP_pt01a
- 97hrAC-EdR_RCP_pt01b
- 97hrAC-EdR_RCP_pt02

➤ Appointments ... Appt

➤

➤ Clearinghouse Rules ... CRule

➤

➤ Committee Hearings ... CH

➤

➤ Committee Reports ... CR

➤

➤ Executive Sessions ... ES

➤

➤ Hearing Records ... HR

➤

➤ Miscellaneous ... Misc

➤ 97hr_JC-Fi_Misc_pt04m_DPR

➤ Record of Comm. Proceedings ... RCP

➤

Joint Finance

16.515/16.505
14 Day Passive
Reviews

3/13/97 -
5/7/97

PSC, Supreme Court, DOS,
DNR, OCI
3/20/97

STATE OF WISCONSIN

SENATE CHAIR
BRIAN BURKE

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P.O. Box 7882
Madison, WI 53707-7882
Phone: 266-8535



ASSEMBLY CHAIR
SCOTT JENSEN

315 North, State Capitol
P.O. Box 8952
Madison, WI 53708-8952
Phone: 264-6970

JOINT COMMITTEE ON FINANCE

March 21, 1997

Mr. Mark D. Bugher, Secretary
Department of Administration
101 E. Wilson Street, 10th Floor
Madison, WI 53703

Dear Secretary Bugher:

On March 3, 1997, s. 16.505(2) requests for additional positions for the Supreme Court, the Department of Justice and the Department of Natural Resources were submitted in a memorandum from you to us for approval by the Joint Committee on Finance. These requests are approved by the Committee.

That March 3, 1997, submittal also included s. 16.515 requests, submitted for approval by the Committee, for additional funding the Public Service Commission and the Office of the Commissioner of Insurance. These requests are also approved with the clarification that each of these funding increases is one-time in nature and is not to be considered base-building.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brian Burke'.

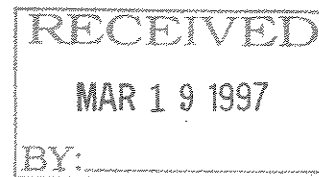
BRIAN BURKE
Senate Chair

A handwritten signature in black ink, appearing to read 'Scott Jensen'.

SCOTT JENSEN
Assembly Chair

BB/SJ/jc

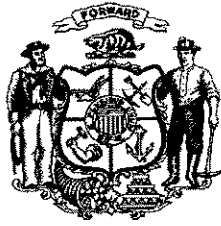
cc: Members, Joint Committee on Finance
Commissioner Musser, OCI
Commission Chair Parrino, PSC
Linda Nelson, DOA

CORRESPONDENCE\MEMORANDUM**STATE OF WISCONSIN
Department of Administration****Date:** March 17, 1997**To:** Members, Joint Committee on Finance**From:** Richard G. Chandler
State Budget Director**Subject:** S. 16.515 Request for the Office of the Commissioner of Insurance

At the beginning of March we forwarded to you a request for \$673,400 in expenditure authority for the Office of the Commissioner of Insurance for information technology projects. I would like to clarify that the funding increase would be one-time in nature for FY97.

THE STATE OF WISCONSIN

SENATE CHAIR
BRIAN BURKE



ASSEMBLY CHAIR
SCOTT JENSEN

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JOINT COMMITTEE ON FINANCE

MEMORANDUM

To: Members
Joint Committee on Finance

From: Senator Brian Burke
Representative Scott Jensen

Date: March 4, 1997

Re: Correction to a Recent DOA Request Pursuant to s.16.515/505(2), Stats.

Attached please find a corrected version of the Department of Natural Resources portion of a request from Secretary Bugher dated March 3, 1997, pursuant to s. 16515/505(2), Stats. This request was distributed to your offices yesterday.

Our offices were provided with the corrected copy this morning. If you have any questions, please do not hesitate to contact us.

BB:SJ:jc

CORRECTION

MARCH 3, 1997 S. 16.515/505(2) REQUEST

**DNR S. 20.370(2)(fj) - Lab Certification
Program:**

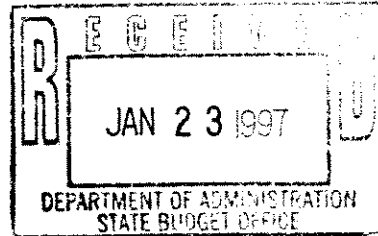
Please replace George Meyers one page memo
with the attached two page memo. If you have
any questions, please call Linda at 266-3330.

CORRESPONDENCE/MEMORANDUM

State of Wisconsin

DATE: January 9, 1997
TO: *Rich*
Richard Chandler
State Budget Director
10th Floor
Administration Building
FROM: *George*
George Meyer
Secretary
Department of Natural Resources

FILE REF: 9310



SUBJECT: S. 16.505 Request For 0.5 FTE Permanent Program Revenue Position

Request

The Department of Natural Resources requests the creation of 0.5 FTE permanent program revenue position to be funded with revenue from laboratory certification fees, appropriation number s. 20.370(2)(fj). The half-time position will be funded by existing LTE funds in the appropriation, so there will be no increase required in spending authority. The position will be classified as a Chemist - Entry, and the estimated annual cost of the position for salary and fringe benefits is \$18,924. The position is needed to perform on-site evaluations of municipal wastewater treatment plants, as required under ch. NR 149, Wis. Adm Code. It will be assigned to the Bureau of Integrated Science Services, Analytical and Statistical Services Section, and located in the West Central Region.

Background/Justification

The Laboratory Certification and Registration Program has been in existence for over 10 years and continues to experience annual growth with a permanent workload that is anticipated to continue into the foreseeable future. It is a program revenue fee-based program that operates with a balanced budget designed to collect the fees necessary to support administrative and operating expenses. Revenue from fees was \$447,400 in FY 96, and is estimated to be \$451,400 in FY 97, \$468,000 in FY 98, and \$475,000 in FY 99. The appropriation is an "all funds received" appropriation, with spending authority of \$451,400 in FY 97. There are currently 5.89 FTE classified permanent positions supported by this revenue.

Currently, there are more than 560 laboratories that are monitored and certified by the program, 300 of which are registered public laboratories. Approximately 190 of these laboratories are out of state. The 5.89 permanent positions are assigned to the central office, and do most of the in-state and all of the out-of-state certifications. Some laboratory monitoring and certification responsibilities have historically been carried out in regions through the use of LTEs. A permanent, .5 FTE position in the West Central Region would allow the program to:

- * achieve consistency in the quality of evaluations and maintain consistent communications with facility contacts,

* allow the program to hire individuals possessing higher technical skill levels required for the position, which is difficult to achieve through the use of LTEs, and

* reduce the level of turnover in the position, reducing training needs and improving program consistency.

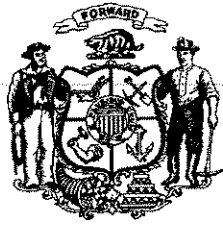
Monitoring the performance of certified and registered laboratories has proven to be critical in assessing the quality of the data used by the Department. The continued ability to make scientifically sound decisions, in turn, relies entirely on the quality of the data on which decisions are based. Creation of the .5 FTE position in the West Central Region will help provide stability to the program, and help achieve efficiencies that will improve the capability of the Department to ensure the quality of the data received.

c: Paul Willihnganz - PE/5
Paul Cameron - FN/1
John Sullivan - SS/6
Carla Wright - SS/G3
Susan Felker-Donsing - MB/5
Joe Polasek - MB/5
Eric Thompson - MB/5
Scott Humrickouse - WCR
Kirsten Grinde - DOA
Dave Schmiedicke - DOA

THE STATE OF WISCONSIN

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JOINT COMMITTEE ON FINANCE

MEMORANDUM:

TO: Members
Joint Finance

From: Representative Scott Jensen
Senator Brian Burke
Co-Chairs, Joint Committee on Finance

Date: March 3, 1997

Re: s.16.515/16.505 Request

Attached is a copy of a request from the Department of Administration dated March 3, 1997 pursuant to s. 16.515/16.505(2) pertaining to requests from the Public Service Commission, the Supreme Court, the Department of Justice, the Department of Natural Resources and the Office of the Commissioner of Insurance.

Please review these items and notify **Representative Jensen's** or **Senator Burke's** office no later than **Thursday, March 20, 1997** if you have any concerns about the request or would like the Committee to meet formally to consider the request.

Please contact us if you need further information.


SJ:BB:jt

CORRESPONDENCE MEMORANDUM**STATE OF WISCONSIN
Department of Administration**

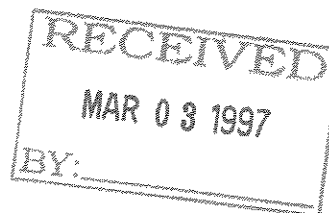
Date: March 3, 1997

To: The Honorable Brian Burke, Co-Chair
Joint Committee on Finance

The Honorable Scott Jensen, Co-Chair
Joint Committee on Finance

From: Mark D. Bugher, Secretary
Department of Administration 

Subject: S. 16.515/16.505(2) Requests



Enclosed are requests which have been approved by this department under the authority granted in s. 16.515 and s. 16.505(2). The explanation for each request is included in the attached materials. Listed below is a summary of each item:

<u>AGENCY</u>	<u>DESCRIPTION</u>	<u>1995-96 AMOUNT</u>	<u>FTE</u>	<u>1996-97 AMOUNT</u>	<u>FTE</u>
PSC 20.155(1)(j)	Intervenor Financing			\$186,000	
SUP CT 20.680(4)(g)	Library Collections and Services				0.50
SUP CT 20.680(4)(h)	Law Library Gifts and Grants; Milwaukee Legal Resource Center				2.50*
DOJ 20.455(2)(gm)	Criminal History Searches				3.00**
OCI 20.145(1)(g)	General Program Operations			\$673,400	
DNR 20.370(2)(fj)	Lab Certification Program				0.50***

* Project positions terminating August 1, 1999.
** Project position authority through May 1, 1999.
*** Permanent position.

As provided in s. 16.515, this request will be approved on March 24, 1997, unless we are notified prior to that time that the Joint Committee on Finance wishes to meet in formal session about this request.

Please contact Linda Nelson at 266-3330, or the analyst who reviewed the request in the Division of Executive Budget and Finance, if you have any additional questions.

Attachments

Date: February 3, 1997

To: Mark D. Bugher, Secretary
Department of Administration

From: Michelle New *mnw*
State Budget Office

Subject: Request Under s. 16.515 from the Public Service Commission for intervenor funding.

REQUEST:

The Public Service Commission requests supplemental expenditure authority of \$186,000 PR in FY97 for the Intervenor Compensation Fund.

REVENUE SOURCES FOR APPROPRIATION:

This request would be funded from s. 20.155 (1)(j), Intervenor Financing, which is assessed under s. 196.85 (1). This appropriation is funded from direct and remainder assessments levied on all public utilities in the state.

BACKGROUND:

Intervenor financing provides all participants with equal access to PSC hearings regardless of financial constraints. Cross sectional representation provides the Commission with adequate presentation of all significant positions surrounding an issue. The funds in this appropriation assist eligible individuals with the costs of participation when significant need is demonstrated. Compensable costs include; attorney fees, expert witness fees, cost of clerical services, preparation of studies, displays and exhibits, travel and subsistence costs.

Participants receiving intervenor funding include individuals, grassroots organizations, and more established non-profit organizations. Public utilities are not eligible for funding. Examples of issues currently before the PSC requiring intervenor funding are: the establishment of a Public Benefits Policy Board; the WP&L merger case; establishment of service quality standards in a deregulated environment; and various electric rate cases.

ANALYSIS:

Many of the issues detailed by the Public Service Commission will involve precedent setting decisions. These are cases which were not formally anticipated in the last

Mark D. Bugher, Secretary

February 3, 1997

Page 2

biennial budget and therefore were not counted as part of the base amount allotted for intervenor financing. With the immediacy of the issues in FY97, funding of intervenors can not be deferred to the next budget.

The intervenor financing appropriation balance is currently \$54,845. Documentation included with this request suggests the immediate need for an additional \$386,726, and the potential need for a substantially greater amount of funding. The PSC's request is limited to \$186,000. The Commission has agreed to consider each request carefully to remain within the requested funds.

RECOMMENDATION:

Approve the request.

Intervenor financing maximizes public participation in PSC proceedings. This mechanism is also an effective tool for the Commission to extend participation to individuals and groups wishing to participate in public proceedings.



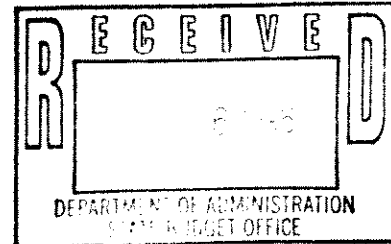
Public Service Commission of Wisconsin

Cheryl L. Parrino, Chairman
Daniel J. Eastman, Commissioner
Joseph P. Mettner, Commissioner

Jacqueline K. Reynolds, Executive Assistant
Lynda L. Dorr, Secretary to the Commission
Steven M. Schur, Chief Counsel

January 16, 1997

Mr. Mark D. Bugher, Secretary
Department of Administration
101 E. Wilson Street, 10th Floor
Madison, WI 53703



Re: A s. 16.515, Wis. Stats. request to provide the Public Service Commission with \$186,000 in increased expenditure authority to provide intervenor compensation funds for several Commission cases

The sources of revenue deposited in the appropriation under s. 20.155(1)(j) are derived from assessments to public utilities under 196.85(1)&(2)

Dear Secretary Bugher:

Since early in 1995, the Public Service Commission (PSC) has been involved in considering many more major cases than usual involving significant public benefit issues. These cases have generated numerous requests by intervenors for increased compensation to participate. In FY 96 the PSC requested and received approval for a s. 16.515 involving an additional \$185,000 in intervenor compensation recognizing the importance of these public benefit issue cases.

For FY 97 the PSC has \$54,845 remaining of the \$250,000 in base resources for intervenor compensation. Currently there are pending requests for \$386,726 for intervention in the WP&L merger case and the Kewaunee nuclear power plant steam generator case. In FY 96 the PSC realized that another request for a s. 16.515 would be necessary for FY 97. Lee Cullen, legal counsel for the Citizens' Utility Board, was contacted and asked to work with all known intervenors to put together a list of the dockets and estimated amounts that might be needed to intervene in new cases as well as amounts needed to complete current cases before the year end. Their list combined with information from another group involved in the Chisago transmission line case contained an additional \$350,075 in requests beyond the \$386,726 that is contained in pending requests.

Examples of important issues before the Commission are: the WP&L merger case; the Kewaunee steam generator replacement case; the MG&E rate case; the Chisago transmission construction case in St. Croix; several deregulation dockets including the public benefits

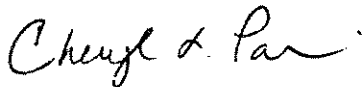
Mr. Mark D. Bugher, Secretary
Department of Administration
Page 2

case; the establishment of standards for service quality; the fair competition bidding process; participation in the advance plan process; the ratemaking reform docket; and the Target Area Planning (TAP) collaborative.

The PSC's 1997-99 biennial budget request includes a decision item to increase the base amount of intervenor compensation in the next biennium from \$250,000 each year to \$500,000 each year on a one-time basis. These funds should be sufficient to allow for maximum customer and intervenor involvement in several significant cases. However, without additional funding in FY 97 like that in FY 96, it would be impossible for the kind of public involvement that is so important for establishing a case record and upon which the PSC depends to make decisions.

Total amounts estimated by the intervenors far exceed the amount the PSC has available and the amount being requested in this s. 16.515. As Chairman, I believe that while the public benefit issues are important, no one can have everything they want in this process. It is my commitment to keep these requests at a manageable level by working with the other commissioners to provide funding for only what is necessary and of the highest priority. I believe the PSC can manage the current requests and the future requests if \$186,000 is granted.

Sincerely,



Cheryl L. Parrino
Chairman

CLP:gg:h:\fiscal\bugher.ltr

cc: Michelle New, DOA
Georgia L. Mulcahy
Gordon Grant
Tony Mason, LFB

CORRESPONDENCE MEMORANDUM
Department of Administration

STATE OF WISCONSIN

Date: February 26, 1997

To: Mark D. Bugher, Secretary
Department of Administration

From: Cindy Archer, Team Leader
State Budget Office

Subject: Request under ss. 16.505/515 from Director of State Courts, on behalf of the Supreme Court, for a half-time permanent position to replace a current LTE in the State Law Library.

REQUEST:

Under the provisions of ss. 16.505/515 the Director of State Courts, on behalf of the Supreme Court, requests authorization for a .50 FTE permanent position and additional expenditure authority of \$6,600 PRO in FY97 under appropriation s. 20.680(4)(g), Library Collections and Services. The position would replace an existing LTE library assistant.

REVENUE SOURCES FOR APPROPRIATION:

The sources of revenue deposited into appropriation s. 20.680(4)(g), Library Collections and Services, are fees or other charges for photocopying, microfilm copying, the generation of copies of documents from optical disk or electronic storage, publication of books, computer services, sales of books and other services provided in carrying out the functions of the State Law Library, as required by statute.

BACKGROUND:

The State Law Library currently funds a half-time permanent library assistant, a half-time LTE library assistant and a half-time cataloger from PRO under s. 20.680(4)(g). The library assistant positions are held by the same individual; working half-time as a permanent employee and half-time as an LTE. The permanent half-time position was authorized during the 1989-91 budget and was augmented with LTE funding during the 1991-93 budget. LTE funding was provided instead of position authority during the 1991-93 budget due to the uncertainty of revenue that would be generated under s. 20.680(4)(g).

The Director of State Courts now requests conversion of the LTE portion of the library assistant to permanent status making this a 1.0 FTE full-time position.

ANALYSIS:

With the exception of slightly higher fringe costs, the fiscal impact of the conversion from LTE to permanent status is neutral since under the Court personnel system, LTEs are paid the same as their counterpart permanent positions. However, the Director of State Courts is requesting an increase of \$6,600 PRO to cover the difference in fringe benefit costs which exists between LTEs and permanent positions. Revenues have been and are projected to continue to be sufficient to support the position.

Mark D. Bugher, Secretary

2/26/97

Page 2

The continued use of LTEs for this purpose is counter to the state policy that prohibits the use of LTEs for ongoing, permanent functions. The library assistant position provides direct services to the users of the State Law Library and is responsible for billings, tracking accounts receivable and ordering and tracking the purchase of all supplies for the State Law Library.

While the conversion of the LTE to permanent status requires the approval of the Joint Committee on Finance, there is no need for additional expenditure authority to be provided since the funding for the position's salary will be reallocated from the existing LTE line and any additional need for fringe benefit costs can be evaluated during the pay plan supplement process under s. 20.928.

RECOMMENDATION:

Approve the requested 0.5 FTE permanent position authority but deny additional expenditure authority.



Supreme Court of Wisconsin

DIRECTOR OF STATE COURTS

P.O. BOX 1688

MADISON, WISCONSIN 53701-1688

Shirley S. Abrahamson
Chief Justice

213 N.E. State Capitol
Telephone 608-266-6828
Fax 608-267-0980

J. Denis Moran
Director of State Courts

CC CA UK
JAN 31 1997

DATE: January 28, 1997

TO: Mark D. Bugher, Secretary
Department of Administration

FROM: J. Denis Moran, *ADM/me* Director of State Courts
Supreme Court of Wisconsin

SUBJECT: Request Under s. 16.505(2) and s. 16.515, Wis. Statutes for 0.5 FTE Permanent Position and an Increase in Expenditure Authority of \$6,600 for Appropriation 20.680 (4)(g), Library Collections and Services

REQUEST

Under the provisions of s. 16.505(2) and s. 16.515, Wis. Stats., the Director of State Courts, on behalf of the Supreme Court, requests 0.5 FTE position and an increase in expenditure authority of \$6,600 for appropriation 20.680 (4)(g), Library Collections and Services. This request is to convert 0.5 LTE position to permanent status and provide additional funds to cover salary and fringe benefit costs for LTE and permanent employees.

BACKGROUND

Position Authority

The State Law Library currently employs the equivalent of 1.5 FTE employees through its program revenue services: a Library Assistant who is half-time permanent and half-time LTE and an additional half-time LTE cataloger. Both of the incumbents have been continuously employed at the Law Library for over two years.

The Library Assistant position dates back to the 1989-91 biennial budget. When initially requested, one-half of this position (PR funded) was to handle photocopy requests and the receipt and disbursement of funds collected from the photocopy (and other fee-for-service) process. An audit report had indicated that this work was more appropriately handled by a permanent staff member than by an LTE. The second half of the

position was to work with the briefs submitted to, and the opinions issued by, the Supreme Court and Court of Appeals. This half was to be funded out of GPR. Only the program revenue portion of the request was approved.

In the 1991-93 biennial budget request, the Supreme Court requested that the PR position be approved as a full-time permanent position as copying workload had increased by 66% in the previous four years. The request for permanent position authority was denied, but expenditure authority was increased to support a half time LTE. The request for permanent position authority was denied in the 1993-95 budget without explanation. The same request was submitted and denied again in 1995-97. The situation has only grown more serious over the years with permanent position duties being filled by an LTE, contrary to state policy.

As was established in the 1991-93 biennial budget, the duties associated with this position are full time by nature. Since the LTE position was funded, workload has continued to increase: photocopy requests have increased by 40%, and fax requests have increased by over 210%. Therefore, the Library Assistant position has remained a permanent 40 hour per week responsibility and should be funded as a single full time permanent position. The PR appropriation revenues can support a full time permanent position.

Expenditure Authority

The need for the increase in expenditure authority is primarily the result of underbudgeting fringe benefits and to a lesser extent, LTE salaries. The standard rule for LTE fringe benefits is 7.65% (FICA), as per biennial budget instructions. This assumes that the LTE is employed for fewer than 600 hours per year. According to the Wisconsin Retirement System (WRS), an employee who is expected to work 600 hours per year and is expected to be employed for at least one year is eligible for WRS benefits. This includes retirement and health insurance. Because health insurance is a fixed cost (independent of salary), it is a higher percentage of a part-time employee's earnings. Both of the LTEs supported by Law Library program revenue funds are WRS-eligible.

The fringe benefit supplement process does not account for LTEs receiving any fringe benefits beyond FICA, and therefore neither it nor the biennial budget (which uses the same methodology) is appropriate for our needs. Analogously, neither of the above account for cost of living increases for LTE salaries.

ANALYSIS

Citizens, small law firms and others who have a need for affordable legal research use the Law Library to locate and send materials to requesters throughout the state. A reference librarian handles the initial request, but passes the citation information to the Library Assistant. The Library Assistant locates, copies and mails or faxes the information in a timely manner. In addition, this employee prepares the associated invoice and tracks the revenue stream to make sure that this service is self-supporting.

This is a valuable and often used service as is shown by the over 3500 photocopy and fax requests received, resulting in 71,200 pages of information being sent in FY 96 to attorneys, judges and citizens. (This is a 13% increase in requests in the past two years). The continued success of this service depends on a professional staff who provide accurate and timely assistance.

The incumbent Library Assistant has been employed by the Law Library since September, 1994. While this employee works full time, half of the hours are paid as a permanent employee, while half are as an LTE. There is no distinction in duties between the time paid as a permanent employee and the time paid as an LTE. While the incumbent is eligible for fringe benefits such as health insurance, the Library Assistant will only gain partial credit for vacation, sick leave and retirement despite being employed in a full time job.

Position Description

- **Library Assistant (Program Revenue/Office Management):** This position is responsible for the management of the library's photocopy/fax service, the organization and maintenance of the library's supplies and equipment, and oversight of the library's program revenue account. This includes billing, tracking of accounts receivable and ordering and tracking the purchase of supplies. The work of the Library Assistant is performed independently with direction from the State Law Librarian.

Revenue Sources for Appropriation

The revenue sources deposited under the appropriation 20.680 (4)(g) are fees or other charges for photocopying, microfilm copying, generation of copies of documents from optical disk or electronic storage, computer services, sales of books and other services provided in carrying out the function of the library. To date, the library has received \$42,280 in revenues for FY 97 plus an additional \$24,139 in revenue carried over from previous years, for a total of \$66,419 on account. It is estimated that

an additional \$37,500 will be generated during FY 97 based on the current revenue stream. This will result in over \$100,000 being available to cover expenditures, well above the \$90,000 requested.

Finally, this is another situation where expenditures could not be made if the funds are not received.

FISCAL IMPACT

The following are the specifics of the request, assuming approval effective March 15, 1997:

	Current Authority	96-97 Authority	97-98 Authority
Permanent Salaries	10,300	13,200	21,050
LTE Salaries	14,500	20,850	13,000
Fringe Benefits	4,400	10,200	11,200
Supplies/Services	43,314	35,250	36,250
Permanent Property	10,886	10,500	8,500
TOTAL	\$83,400	\$90,000	\$90,000

To date, \$42,705 has been expended and \$15,594 has been encumbered from this appropriation.

The conversion of the LTE portion of the Library Assistant position to permanent status will result in no increase in salary expenditure because the incumbent is receiving the same salary for the LTE and permanent portions of the position. Fringe benefit cost increases resulting from the conversion will be minimal in FY 97 because it will only cover three months. In subsequent years, fringe benefit increases will be more than offset by a decrease in permanent property expenses. In FY 97, a computer workstation was purchased, and this expense will not be needed for several years.

In FY 96, expenditures for salary (LTE and permanent) totaled \$28,603, while fringe benefits were \$9,689. This is above the FY 97 authority of \$24,800 and \$4,400 respectively.

SUMMARY

The Director of State Courts, on behalf of the Supreme Court, requests 0.5 FTE position and an increase in expenditure authority of \$6,600 for appropriation 20. 680 (4)(g), Library Collections and Services. This request is to convert 0.5 LTE position to permanent status and provide additional funds to cover salary and fringe benefit costs for LTE and permanent employees. The position in question has been split between a half-time permanent and half-time LTE position. One person has filled this full-time position for over two years performing the same duties and receiving the same hourly salary, despite receiving reduced benefits for half the time worked. Obviously

this situation is not what the state had in mind in establishing LTE positions.

The additional spending authority is needed to more accurately reflect current spending for fringe benefits and salary for the persons employed under this appropriation.

If you have additional questions, please contact the Court's Budget Officer, David Suchman, at 267-0702.

CORRESPONDENCE MEMORANDUM
Department of Administration

STATE OF WISCONSIN

Date: February 26, 1997

To: Mark D. Bugher, Secretary
Department of Administration

From: Cindy Archer, Team Leader
State Budget Office

Subject: Request under s. 16.505 from Director of State Courts, on behalf of the Supreme Court, for 2.5 FTE permanent positions to staff the Legal Resource Center in Milwaukee County.

REQUEST:

Under the provisions of s. 16.505 the Director of State Courts, on behalf of the Supreme Court, requests authorization for 2.5 FTE permanent positions under appropriation s. 20.680(4)(h), Law Library Gifts and Grants. The positions would replace LTEs that are currently staffing the Legal Resource Center in Milwaukee County.

REVENUE SOURCES FOR APPROPRIATION:

The revenue to support this request will be paid by Milwaukee County through a contractual agreement with the Director of State Courts to operate the Legal Resource Center.

BACKGROUND:

In early 1996 Milwaukee County closed its law library and entered into a contractual agreement with the Director of State Courts to operate a smaller, more efficient legal resource center. Under the agreement, which was executed in February 1996, the Director of State Courts assumed responsibility for staffing and operating the new legal center. Milwaukee County, under the agreement, provided the space, building maintenance, furniture and fixtures, parking, utilities, cabling, telephone lines and the required remodeling.

In June, 1996 the Joint Committee on Finance approved additional PRO funding of \$4,900 to cover state costs associated with assisting Milwaukee County in closing the law library and inventorying and disposing of the library collection. On May 1, 1996, under the direction of the State Law Library, the Milwaukee Legal Resource Center opened. To date, it has been staffed by 2.5 LTE positions funded from contract fees paid into the State Law Library's continuing gifts and grants appropriation. On December 30, 1996 the original contract was extended for another year to December 31, 1997. The terms of the contract remain the same as the original contract.

The Director of State Courts now requests conversion of the LTEs to permanent positions.

ANALYSIS:

The estimated salary and fringe costs for the 2.5 FTE librarian positions is \$98,700 annually. Under the contract, Milwaukee County will pay \$187,200 to the Director of State Courts. Revenues are sufficient to support the positions.

The continued use of LTEs for this purpose is counter to the state policy of limiting LTE hours to 1044 hours per year. Since these positions are working full time and the contract has been extended beyond what is considered temporary work, it is appropriate to consider creating either project or permanent positions to carry out the duties specified in the contract. In addition, the LTEs being used are professional, highly trained librarians and without more certainty of employment status, it may become difficult to retain skilled staff in these positions.

The creation of project positions may be more appropriate since the contracts entered into by the Director of State Courts and Milwaukee County are limited to one year. Staff at the Director of State Courts indicates that because of the county budget cycle, one year contracts is all that the County Board can enter into. Further, Milwaukee County's investment in this project (over \$200,000 for remodeling alone), may be seen as evidence of their commitment to continue a long term arrangement with the State Law Library.

Until the state has more experience with the arrangement with Milwaukee County, project positions could be authorized now and the need for permanent positions could be reevaluated during the 1999-2001 biennial budget. If at any point during the term of the project positions, the contract is not extended, the revenue to support the positions would cease and the positions would be abolished.

RECOMMENDATION:

Approve the requested 2.5 FTE positions as project positions with terms ending August 1, 1999.



Supreme Court of Wisconsin

DIRECTOR OF STATE COURTS

P.O. BOX 1688

MADISON, WISCONSIN 53701-1688

Shirley S. Abrahamson
Chief Justice

213 N.E. State Capitol
Telephone 608-266-6828
Fax 608-267-0980

J. Denis Moran
Director of State Courts

DATE: January 15, 1997

TO: Mark D. Bugher, Secretary
Department of Administration

FROM: J. Denis Moran, Director of State Courts
Supreme Court of Wisconsin *JDM*

SUBJECT: Request Under s. 16.505(2), Wis. Statutes for 2.5 FTE
Permanent Positions for Appropriation 20.680 (4)(h), Law Library
Gifts and Grants

REQUEST

Under the provisions of s. 16.505(2), Wis. Stats., the Director of State Courts, on behalf of the Supreme Court, requests 2.5 FTE positions for appropriation 20.680 (4)(h), Law Library Gifts and Grants. This request is to convert 2.5 positions from LTE to permanent status in order to staff the Legal Resource Center in Milwaukee under a contract with Milwaukee County.

BACKGROUND

In early 1996, the Wisconsin Law Library (through the Director of State Courts) began a contractual partnership with Milwaukee County to provide legal resources to that county in exchange for fiscal resources to operate the library. This partnership resulted from the closure of the Milwaukee County Law Library, and the desire by the county to have the facility reopened, but operated by the State Law Library. After four months of work by State Law Library staff, with the assistance of the staff of the Director of State Courts Office, a smaller, more efficient law library, known as the Milwaukee Legal Resource Center (MLRC) opened on May 1, 1996.

Milwaukee County has spent close to \$200,000 to renovate the space and assist with furnishing the new library. The initial contract, for \$183,500, was for the establishment and operation of the Legal Resource Center in Milwaukee by the State Law Library through the end of 1996. At that time, it was not known

whether Milwaukee County's intent was for the State Law Library to establish the MLRC with the county assuming its operation after the first year, or to have the State Law Library operate the MLRC on a long-term basis. Consequently, for the first year, 2.5 staff were hired as LTEs by the State Law Library to operate the facility after it opened.

In January, 1997, a one year contract extension for \$187,215 to continue the operation of MLRC for calendar year 1997 was signed. This signals the intent of Milwaukee County to have the State Law Library operate the MLRC for the foreseeable future. The contract specifies that the State Law Library will hire staff as needed for the operation of the MLRC. Since Milwaukee County operates on an annual calendar year budget, the contract will have to continue to be renewed yearly. However, it has become apparent that due to the high level of success of the MLRC, this contractual arrangement will most likely become a permanent one. Therefore, it is appropriate to convert these positions from LTE to permanent status: the nature of the positions is permanent, and the people filling these positions are professionals in the field.

ANALYSIS

The success of the MLRC is evident by the timely extension of the initial contract. Its success is partly the result of the professional staff who operate the library. All of the three positions are professional librarians: a master's degree in library science from an accredited ALA school plus at least two years of relevant library experience are minimum requirements for all the positions.

Position Descriptions

- **Librarian III (Computer Services):** Provides reference and research assistance to the library's users with special emphasis in the utilization of online and CD-ROM resources. In addition, serves as the library's microcomputer specialist, which includes managing a Novell network and troubleshooting all of the library's computers. This staff person also manages the MLRC's supplies and equipment.
- **Librarian III (Reference Services):** Manages the provision of reference and research assistance to the library's users. In addition, manages and develops the library's collection and serves as a liaison to Milwaukee County personnel and the Milwaukee County Circuit Court Judges and their staff in assisting them with their legal information needs.
- **Librarian II (0.5 FTE):** Manages the circulation of library materials. In addition, this position manages the receipt and timely processing, filing and shelving of library materials and provides reference and research assistance to the library's users.

Revenue Sources for Appropriation

The revenue source deposited under the appropriation 20.680 (4)(h) is gifts, grants and contracts provided to the State Law Library. The contract with Milwaukee County provides \$187,215 for the period January 1, 1997 through December 31, 1997. It is specified that \$100,000 will be deposited on January 15, 1997 and \$87,215 by June 16, 1997. In addition to the initial contract and contract extension for the MLRC, the State Law Library received \$26,568 in a separate contract with Milwaukee County in July, 1996, to evaluate the library and resource materials of each Milwaukee County Circuit Court judge. This third contract has no impact on the current request for position authority.

It is estimated that the salary and fringe benefits for the 2.5 FTE will be approximately \$98,700. Consequently, revenues are more than sufficient to cover their expense.

Finally, this is another situation where the positions could not be filled if the funds are not received. Consequently, the position authorization does not need to expire at the end of the current contract extension. Due to the timing of contract approval, (Milwaukee County budget is not approved until late November), there would likely be a period without position authority if these positions have to be renewed annually under s.16.505. If that were the case, it is not clear what the status of the employees would be. To reiterate, if the contract is not extended, then the staff could not be employed due to lack of funds and the position authority would become vacant.

SUMMARY


The conversion of 2.5 LTE professional librarian positions from LTE to permanent status is requested for appropriation 20.680 (4)(h), Law Library Gifts and Grants. These staff operate the Milwaukee Legal Resource Center, a highly successful partnership between the State Law Library and Milwaukee County to provide legal resources to the county. These positions were initially hired as LTEs when the long-term nature of this arrangement was unclear. Since it appears as if this partnership will become long-term, it is now appropriate to provide these staff with the benefits appropriate to their responsibilities. It has been a long-standing tenet of this state that LTE appointments are only for temporary solutions to staffing needs. These positions are permanent in nature and should be treated as such.

If you have additional questions, please contact the Court's Budget Officer, David Suchman, at 267-0702.

CORRESPONDENCE MEMORANDUM**STATE OF WISCONSIN
Department of Administration**

Date: February 25, 1997

To: Mark D. Bugher, Secretary
Department of Administration

From: Scott Aker, Budget Analyst 
State Budget Office

Subject: S. 16.505 Request for the Department of Justice for Crime Information Bureau positions.

REQUEST:

The Department of Justice (DOJ) requests 3.0 FTE permanent financial specialist positions to conduct criminal history record searches. The request is for position authority only - expenditure authority would be provided via the Department of Administration (DOA) allotment process through the department's PR-O continuing appropriation under s. 20.455(2)(gm) *Criminal History Searches*.

REVENUE SOURCES FOR APPROPRIATION:

The revenue sources for the appropriation under s. 20.455(2)(gm), *Criminal History Searches*, are fees collected under the authority of s. 165.82, stats. for criminal history record searches. The current fees are: \$2 for nonprofit organizations; \$5 for government agencies; \$10 for nonprofits and government agencies when a fingerprint card check is requested; and \$13 for all other requests.

BACKGROUND:

The 1995-97 budget provided \$303,700 PR-O for the biennium to contract with a private firm for data entry assistance to relieve a backlog in the entry of criminal history records in the Crime Information Bureau (CIB). Since July 1995, National Business Systems (NBS) has eliminated the backlog of data entry needs. Between January 1996 and December 1996, average turnaround time for a routine criminal history record check was reduced from 24 business days to between one and four business days.

However, since NBS has been involved in the data entry phase of the criminal history records process and does not have access to other CIB systems, NBS contracted employees cannot assist with problem resolution - situations where data entered by NBS do not reconcile with existing DOJ files. Problems occur for two primary reasons: 1) input errors by NBS, and 2) incorrect or incomplete information from local law enforcement agencies. Errors by NBS are corrected by NBS and DOJ is not charged for the additional time. All other mismatches require problem resolution within DOJ. NBS has entered more than 342,000 dispositions into the CIB databases. Approximately 58,000 mismatches exist and need to be resolved as quickly as possible. Information regarding the problem resolution issue was provided by DOJ during discussions following submission of their original request. A copy of DOJ's correspondence with the SBO regarding the problem resolution issue is attached for your information.

In addition to the five financial specialists performing records checks since January 1996, DOJ has devoted 2,400 LTE hours and reallocated 2,900 staff hours from other divisions to handle

increasing demand for records checks and the issue of problem resolution. While turnaround time for records checks has decreased significantly, time and resources have not been available to resolve the growing number of outstanding problem files. As a result, courts, local law enforcement agencies, employers and others are at risk of making decisions regarding certain individuals based on incomplete information.

ANALYSIS:

Demand for CIB records checks rises each year, particularly from private and non-profit organizations. In FY95, the CIB performed approximately 215,000 records checks; in FY96, approximately 255,000. DOJ officials estimate that number to reach 300,000 for FY97.

While the reduction in backlog of initial data entry and resulting decrease in record check turnaround time is encouraging, the backlog of mismatched dispositions is problematic. If a recent criminal act does not get posted on a person's criminal history, courts may make sentencing decisions without complete information, police officers may approach alleged criminals without complete information, and employers may make employment decisions without complete information. In all of these scenarios, society is at greater risk of being exposed to persons whose complete criminal records are unknown.

The department anticipates it will need approximately \$49,800 PR-O in FY97 and \$105,400 PR-O in FY98 to cover the costs of the three positions. Appropriation 20.455(2)(gm) has sufficient revenues to provide this additional expenditure authority, as is evidenced in the table below:

	FY97	FY98	FY99
<u>Revenues</u>			
Opening Balance	514,200	462,600	515,000
New Revenue	1,683,200	1,851,400	2,036,600
TOTAL AVAILABLE	2,197,400	2,314,000	2,551,600
<u>Expenditures</u>			
CHRI Operations (Base)	595,300	609,500	620,200
AFIS (Base)	932,400	932,400	932,400
Disposition Project (Base)	157,100	157,100	157,100
Imaging Project Res. (Base)	50,000		
97-99 Req: Imaging		100,000	200,000
TOTAL EXPENDITURES	1,734,800	1,799,000	1,909,700
Available Balance	462,600	515,000	641,900

Sources: Department of Justice, Department of Administration

It is unclear why this request was not included in the department's 1997-99 biennial budget, given the backlog of unresolved problems and anticipated increases in records checks requests. Nevertheless, the backlog is a critical short-term problem appropriate for consideration in the s.16.505 process.

Mark D. Bugher, Secretary

February 25, 1997

Page 3

Accurate and complete criminal history information is a core component of an effective criminal justice system. Wisconsin is devoting significant resources to provide local law enforcement agencies, district attorneys, public defenders, courts and the private sector state-of-the-art electronic access to criminal history information. Two-year project position authority for the three positions requested here will enable the department to eliminate the backlog of mismatched dispositions and ensure that the information released to any agency or person is complete. Once the immediate problem is solved, requests for additional permanent positions in the Crime Information Bureau can be re-evaluated in the 1999-2001 biennial budget process.

This request is for position authority; the appropriate expenditure authority levels can be determined through the DOA allotment process.

RECOMMENDATION:

Approve 3.0 FTE project positions for two years to address the immediate backlog of problem dispositions.

CORRESPONDENCE/MEMORANDUM

Post-It™ brand fax transmittal memo 7571		# of pages • 2	
To	SCOTT AKER	From	Mike Roberts
Co.		Co.	
Dept.	DOA	Phone #	6-7052
Fax #	7-0372	Fax #	6-1656

Date: January 15, 1997

To: Scott Aker, Budget Analyst

From: Mike Roberts, Assistant Administrator
Division of Law Enforcement Services

Subject: Critical Needs at the Crime Information Bureau

5,300

* As previously indicated, the Crime Information Bureau has devoted 180 overtime hours, 2,430 LTE hours, 1,060 contract employee hours and 2,870 hours by assigning staff from other units to the Record Check function since January of 1996. This total of 6,540 extra hours is in addition to the 5 Financial Specialists and 1 Financial Specialist supervisor. We shouldn't continue to use LTE's for this support. We cannot continue to drain the resources of our other units to support the function.

Previously, I mentioned that there were over a quarter of a million documents that have not been filed back in the jackets. I also discussed the quality control function that is necessary and you have asked me to be more specific.

The Department of Justice requested positions to enter dispositions to the automated system. That request was refused and DOJ received a mandate to outsource the disposition entry function. Since July 10, 1995 National Business Systems (NBS) has entered 342,137 dispositions.

Dispositions are keyed by NBS and the computer attempts to match the disposition to an existing record. Obviously, one can anticipate that not all the dispositions will match. If a disposition cannot be matched with a record, it is held in queue and the system automatically makes another attempt after 10 days. This process is continued for a set period of time (this time can be adjusted consistent with experience) and then finally the entry is placed into what is referred to as a General Problem Resolution file. Experienced Criminal History Specialists then have to analyze the entry to determine why it will not match. The Criminal History Specialists make a judgement concerning the disposition, remedy the condition, and append the disposition to the correct record.

Due to lack of resources, the Crime Information Bureau has been unable to assign Criminal History Specialists to the problem resolution function. As a result, there are approximately 58,000 individuals that have had disposition information entered to the automated system but the disposition has not been posted to their record. 1206

Scott Aker, Budget Analyst
January 15, 1997
Page 2

There are another 14,830 dispositions that are so complex that the cannot be handled by the vendor. These dispositions need to be entered and can only be entered by trained Criminal History Specialists within the Crime Information Bureau.

Why no match
Not all of the 58,000 dispositions are necessarily keying errors made by the vendor. At the same time, the contract provides for reimbursement for errors that are made. Without adequate resources, we are unable to render these judgements. In addition to keying errors, dispositions may not match due to errors made by the Law Enforcement agency on the arrest card, an improperly completed disposition, arrest dates that don't match, arrest cards or arrests that don't exist, charges that are changed by the Prosecutor, charges changed in court, etc.

20%
NBS continues to enter approximately 8,000 dispositions monthly. About 1600 of these do not match a record on the initial pass. Some of these will correct themselves later in the process. We have to have resources to study this problem and correct these errors.

* Dispositions that are not posted to the correct records mean that our data base is not current on those affected individuals. This record information is being used for sentencing individuals in court, employment decisions and other decisions that affect the ability or lack of ability to perform a particular activity. The Crime Information Bureau provides this information to more than 1,179 different account customers and thousands of individual customers. *

In the past, the Legislature has clearly demonstrated support for complete and accurate crime information. This information is absolutely critical for record checks by Law Enforcement and Wisconsin employers. It is especially critical today with the Legislature adding additional requirements to do background checks for W2, day care facilities, nursing homes and others involved with professions providing critical care. These users and citizens of Wisconsin expect this information to be accurate and these positions are critical in meeting that expectation.



STATE OF WISCONSIN
DEPARTMENT OF JUSTICE

JAMES E. DOYLE
ATTORNEY GENERAL

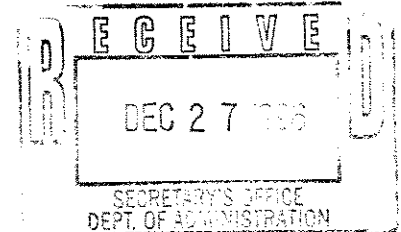
Burneatta L. Bridge
Deputy Attorney General

123 West Washington Avenue
P.O. Box 7857
Madison, WI 53707-7857

Andrew Cohn
Executive Assistant
608/266-0425

December 23, 1996

Mr. Mark Bugher, Secretary
Department of Administration
101 East Wilson Street, 10th Floor
Madison, Wisconsin 53702



Dear Secretary Bugher:

Under the provisions of sec. 16.505, stats., the Department of Justice requests three PR-O permanent positions to perform criminal history record searches. These positions would be funded by program revenue from the appropriation under sec. 20.455 (2) (gm) -- "Criminal History Searches." Increased spending authority under this program revenue continuing appropriation will be requested through the WiSMART system. There is adequate revenue in this appropriation to fund these positions. Additional positions and spending authority are key parts of our plan which will enable us to continue to meet the growing demand for criminal records information. This plan can be implemented without additional GPR funding.

BACKGROUND

The Department's Crime Information Bureau (CIB) is the central repository for statewide criminal history information. The Records Check and Billing Unit within the CIB performs searches of these files for nonprofit and governmental agencies, and for the public. Organizations or individuals requesting a criminal records search are billed under the provisions of sec. 165.82, stats.

State and federal legislation continues to have a direct effect on workload associated with providing criminal records information. For example, 1993 Wisconsin Act 454 requires background checks for all teachers licensed by the Department of Public Instruction. The recently enacted Wisconsin Works (W-2) initiative requires criminal history searches on at least 10,000 more individuals. A new Department of Health and Family Services administrative rule expands the requirements for background checks on day care providers. Finally, the National Child Protection Act strongly encourages background checks for all persons who work with children and the elderly.

Records checks are also requested by hospitals and health care facilities, nonprofit organizations such as the Boy Scouts and Girl

Scouts, municipal, county, state and federal governments for regulatory and licensing purposes, hundreds of businesses for employment checks, and gaming regulators.

A high level of public concern over crime has led to a dramatic increase in requests for criminal history information. The number of requests for records searches nearly doubled between FY '94 and '96; in FY '98 we expect to receive twice as many requests as the number received in '94. Permanent staffing within the Records Check and Billing Unit has remained constant. (Workload trends are shown in the first attachment, entitled "Criminal History Record Checks, FY 94-99.") The vast majority of records-related requests are mailed to CIB. Mailed requests, as opposed to more automated versions, require a very labor-intensive effort to complete the records search.

In order to meet this workload, we have submitted numerous requests for additional resources, under sec. 16.505 and in the biennial budget process, in recent years. For example, our 1995-97 budget proposal requested six positions for records processing. Also, we submitted a request under sec. 16.505, stats., on December 29, 1994, for six positions to help process disposition-related information. Instead of positions, we were given additional spending authority to be used to purchase the services of a private vendor, to enter disposition information into the database. It is important to note that this vendor provides only data entry services relating to dispositions, and is unable to process records checks or related billings.

Under these circumstances, we have been able to meet the staggering workload associated with the growth in requests for criminal records information only by using Limited Term Employees. This short-term approach is appropriate and efficient only until such time as permanent staffing is authorized to address the well-documented need for permanent resources in this area.

ANALYSIS

The Crime Information Bureau needs three additional positions for the Records Check and Billing Unit, to provide and maintain an appropriate level of service. Those requesting records checks expect and require prompt service. Many firms will not hire a new employee until a background check has been completed. Several professions also require a criminal record search before they will grant a license to an applicant. To meet these types of needs, the Records Check and Billing Unit must be staffed at a level that allows for responses within five working days.

The Unit is currently comprised of five Financial Specialists and a Financial Specialist Supervisor. In January, 1996, the

Department of Administration authorized spending for LTEs to assist with the increased workload in this area. These LTE resources are providing critical assistance to the regular CIB staff, but permanent positions to meet ongoing workload are needed and justified.

The CIB has determined that each Financial Specialist processes approximately 18 record checks per hour. This includes receiving the mailed request, conducting the computerized search, and sending records and billing information to the requestor. Allowing for leave time and other paid time not spent in a production mode, it is estimated that each Financial Specialist is in work status for approximately 1,880 hours per year. Consequently, each Financial Specialist can process an average of 33,840 records requests per year. At this rate, the current staff complement of five permanent positions could process 169,200 requests annually. In fact, the CIB anticipates receiving 297,505 mailed requests in FY '97, and about 324,400 in '98. Clearly, additional permanent resources are needed to meet even current demand, let alone the demand we can confidently expect to see by the end of '98. Without these resources, we will not be able to continue to provide the level of service which requestors now receive, and have come to expect.

We need about 3.8 additional FTE positions to process the requests we are now receiving; and, 4.5 FTE positions to meet workload anticipated in '98. If approved, our request for three positions would help us keep current with today's workload. The continued growth in demand will require other efficiencies or changes in records processing, if we are to keep current in the future. Depending on the volume of records requests we receive, and the productiveness of other steps which we are able to take, we may need to request more positions in the future.

We have taken important steps to make the records check process less labor-intensive and more efficient. We are redesigning the system to apply enhanced automation to this process. We are working to provide on-line access to criminal records to certain large-volume requestors. For example, the Department of Health and Family Services and the Milwaukee Public Schools are already on-line customers. As a consequence of automating access for these two agencies alone, the number of mailed requests for record checks will be reduced by an estimated 17,000 annually. However, on-line access will not be feasible for the majority of our customers because their volume is not large enough to justify the costs of an on-line terminal.

If our request for position authority is approved, then the appropriation under sec. 20.455(2)(gm) will need to be increased. Assuming that three new positions are authorized and filled by

March 1, 1997, then we would need an estimated \$49,773 in '97 and \$105,437 in '98 (with adjustments in succeeding years for pay and benefit increases):

	<u>FY '97</u>	<u>FY '98</u>
Salaries	\$ 23,736	\$ 70,212
Fringe Benefits	7,937	24,125
Supplies and Services		
-Ongoing	3,700	11,100
-One-time	<u>14,400</u>	<u>0</u>
TOTAL	\$ 49,773	\$105,437

Because we have had to use LTEs, in the absence of the permanent resources we are requesting here, we have incurred extra expenses in that category. Consequently, the '97 appropriation level needs to be increased by \$26,300 to pay these LTE costs, as well as the costs of three new permanent positions.

REVENUE SOURCES FOR THE APPROPRIATION

The sources of revenue deposited in the appropriation under sec. 20.455(2) (gm), Criminal History Searches, are fees established in sec. 165.82, stats. As amended by 1995 Wisconsin Act 27, these fees are:

\$2 for nonprofit organizations
\$5 for governmental agencies
\$13 for other requestors

When nonprofit organizations or governmental agencies request fingerprint card records checks, a \$10 fee is assessed.

Revenues generated by the fees under sec. 165.82, stats., will cover the costs shown above. The second attachment, entitled "Criminal History Search Fees--Revenue Estimates," shows the revenues available, and the expenditures planned, over a four-year period. Based on current revenue estimates, this appropriation can be expected to have a positive balance as of June 30, 1999, even after accounting for our requests for increased spending authority.

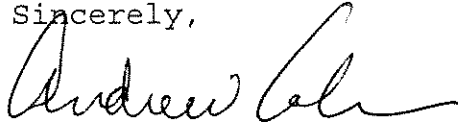
SUMMARY

We have made great progress in meeting the ever-increasing demand for criminal records information. However, we have been able to accomplish this success by using LTEs--the only resource we have been provided, despite repeated requests and unimpeachable evidence as to the growing and permanent nature of the workload. Therefore, we feel strongly that sustaining the progress we have made requires three permanent positions to be added to our current staff complement in the Crime Information Bureau. Program revenues are available to pay the costs associated with these resources.

Mr. Mark Bugher, Secretary
Page 5

Please forward this request to the Joint Committee on Finance for its review, at the earliest possible time. Questions should be directed to Mike Roberts, Assistant Administrator for the Division of Law Enforcement Services; or Jack Benjamin, the Department's Director of Budget and Finance.

Sincerely,

A handwritten signature in cursive script, appearing to read "Andrew Cohn".

Andrew Cohn
Executive Assistant

CRIMINAL HISTORY RECORD CHECKS - FY 94-99

TYPE	FY94	FY95	FY96	FY97 (proj)	FY98 (proj)	FY99 (proj)
Public Access	39640	50195	54966	60460	66500	73150
Non-Profit	36168	55561	82196	90410	99450	109400
Government	53684	95104	105127	115640	127200	139924
Applicant	8677	14376	12568	13825	15200	16727
**Exempt	23465	21281	18360	17170	16050	15000
TOTAL	161634	236517	273217	297505	324400	354201

CHRI PROGRAM REVENUE BY FISCAL YEAR

Public Access	\$396,400	\$501,950	\$661,377 ***	\$785,980	\$864,500	\$950,950
Non-profit	\$72,336	\$111,122	\$164,392	\$180,820	\$198,900	\$218,800
Government	\$72,336	\$190,208	\$430,955 ***	\$578,200	\$636,000	\$699,620
Applicant	\$72,336	\$28,752	\$119,896 ***	\$138,250	\$152,000	\$167,270
TOTAL	\$613,408	\$832,032	\$1,376,620 ***	\$1,683,250	\$1,851,400	\$2,036,640

**Mail checks processed by the RCBU at no charge to requestor.

***Reflects fee increase effective October 1995.

Criminal History Search Fees--Revenue Estimates
December 18, 1996

Opening Balance	FY '96	FY '97	FY '98	FY '99
New Revenues	748,984	514,168	386,527	214,840
TOTAL AVAILABLE	1,438,723	1,683,250	1,851,400	2,036,640
	2,187,707	2,197,418	2,237,927	2,251,480
Criminal History Records Operations				
AFIS	441,038	595,318	609,450	620,189
Disposition Project	767,937	932,400	932,400	932,400
Imaging Project Reserve	464,564	157,100	157,100	157,100
1997-99 Request--Imaging Project	0	50,000	0	0
1997-99 Request--Fingerprint Technicians	0	0	163,900	272,000
16.505 Request--Financial Specialists	0	0	54,800	66,800
TOTAL EXPENDITURES	1,673,539	76,073	105,437	107,323
		1,810,891	2,023,087	2,155,812
Ending Balance	514,168	386,527	214,840	95,668

[Quattro: CHRI]

CORRESPONDENCE MEMORANDUM**STATE OF WISCONSIN
Department of Administration**

Date: February 25, 1997

To: Mark D. Bugher, Secretary
Department of Administration

From: Susan Jablonsky, Budget Analyst *SJ*

Subject: Request Under s.16.515 from the Office of the Commissioner of Insurance (OCI) for Information Technology Expenditures

REQUEST:

OCI requests an increase in expenditure authority of \$673,400 in s.20.145(1)(g), general program operations, for a variety of hardware, software and consulting services. First, this funding will allow them to move their computing applications from an antiquated Wang mini-computer to PC client server networks. Second, it will allow OCI to continue to implement their imaging project to better manage and investigate insurance company complaints.

REVENUE SOURCES FOR THE APPROPRIATION:

Revenues to support the request are received from fees and assessments on insurance companies and the requested amount of \$673,400 in revenue has been held in reserve for the proposed purchases. A balance of \$922,400 would remain in the appropriation if the request is approved.

BACKGROUND:

In the 1995/97 biennial budget, OCI requested a number of items related to initiating an imaging project for complaints and for information technology (IT) infrastructure in order to begin moving off of the antiquated Wang computer and onto client servers. For both projects, the Governor recommended that as the projects moved ahead, additional expenditure authority to continue the projects could be pursued through this request process under Chapter 16 or through a request to the IT Fund. This request would support the costs of continuing with the next steps in each project.

The technical aspects of the request were analyzed by staff in the Department of Administration's Division of Technology Management. They assessed the extent to which:

- the proposed projects fit within OCI's strategic IT plan;
- the proposed purchases were appropriate for the project and met state cost standards;
- savings would be realized; and
- the agency would be capable of accomplishing the project.

A list of the proposed purchases is attached.

ANALYSIS:

Infrastructure

OCI currently operates a Wang mini-computer which is no longer able to meet the agency's computing needs and which has become expensive to maintain. As part of its IT plan, the agency identified the move off the Wang and onto client servers as a very high priority. To accomplish this, OCI must rewrite its applications so that they will run on the new client server database. To do so, OCI must have the necessary hardware, software and programming consulting services. The first two applications to be moved are the legal tracking system and the licensing database. The cost for developing the programming and the hardware is \$141,700.

In addition, the agency plans to take advantage of the migration off the Wang to upgrade to 32 bit operating systems for existing PCs which will be used by staff who will be working with the complaints, legal tracking and licensing systems. This is a year earlier than planned. However, it means that systems programming for the new client servers would not have to be done twice--first to function under a 16 bit operating system, and later to function in the faster 32 bit operating system. The cost of this upgrade is \$123,800.

Finally, as part of its migration plan, OCI has identified PC purchases and upgrades for the second year of the agency's migration to state IT infrastructure standards. An amount was requested in FY96 for such purposes for that fiscal year. However, due to questions from the Joint Committee on Finance and subsequent correspondence with the Department of Administration, the request for expenditure authority of \$122,000 was not approved until FY97. OCI now requests its FY97 projected expenditure amount of \$88,600 for PC replacement and an additional \$81,700 for PC memory upgrades.

Imaging

OCI has developed an aggressive strategic IT plan to migrate to state standards and to begin innovative IT projects. Among the new applications is a project to image all complaint files. Currently, the process is very paper- and labor-intensive and the complaint files take up a lot of space. OCI has conducted a feasibility study of imaging which concluded that complaints would be an ideal candidate for the agency's first imaging project. The second step, an analysis of the workflow related to complaints, has also been completed. The agency is now ready to begin the programming and purchase hardware and software to begin to test the system before the project is implemented agency-wide in the next biennium. The cost of the equipment and consulting time would total \$237,600.

Division of Technology Management staff have analyzed the request from a technical standpoint and believe the equipment and services requested are appropriate, are consistent with the agency's strategic IT plan goals and meet state standards and should be approved.

RECOMMENDATION:

Approve the request.

ITEM	WHOWHAT	FY97 AMT
Legal System Programming (ACCESS)	(2) Consultants	
Legal System V2.0 (Visual Basic Enhancements)	(1) Contractor (692 hours @ \$37)	25,604
Producer Licensing Design	Theresa Daggett	
Producer Licensing Programming	(1) Consultant (305 hours @ \$42)	12,810
	(1 1/2) Contractors (1557 hours @ \$37)	57,609
Complaints Workflow System Design	(1) IBM Consultant (fixed contract)	90,000
Complaint Programming	(1 1/2) Contractors (1557 hours @ \$37)	57,609
Complaint Imaging Prototype Implementation	Backup Image Server Compaq Proliant	25,078
	21" Monitors (20 @ \$2000)	40,000
	Visual Info (20 @ \$400)	8,000
	Upgrade 20 PCs to Pentium level	16,922
FY97 Infrastructure Replacements	Replace 4 PC Includes 21" Monitor (4 * \$3210)	12,840
	Add New PC (3 * \$2400)	7,200
	Software for 3 new PC (Office suite + Access)	1,800
	Replace Laptops (6 * \$5081)	30,486
	PC \$4577; add 16 Meg \$189; fax modem \$210	
	Network card \$105	
	Replace Printers (2 * \$4329)	8,658
	HP 5SI Mx \$3761; 4Meg SIMM \$203; envlp \$365	
	Server Upgd OC11 and Dilbert (8gig drive \$4,500	
	64Meg Ram \$2,800, NIC cards for servers \$2,800	
	New test LAN server \$5,000)	15,100
	1 FDDI Module \$3,400	3,400
	2 Cableton Smart Hubs \$2,400	4,800
	Starview Manager	750
	Cables, etc	2,050
	Maintenance	1,500
32 Bit Operating System Conversion	(1) Consultant (100 hours at \$64)	6,400
	Oracle7 for 50 Users	42,982
	NT Office Software (124 Desktops * \$600)	74,400
	Misc Server Upgrade	
Money here will be spent from PC spreadsheet	Misc PC Upgrade or Purchase	81,746
Hardware for Client/Server Applications	1st Server (Will later be used as test machine)	25,078
	Compaq Proliant 5000R/Pentium Pro 200 MHz	
	128 Meg RAM/3 Addl CPUs/3 Addl 4.3 Gb Dr	
	Server Software Upgrade includes LANdesk/NT	20,579
	Server/Palindrome	
TOTAL		673,400



State of Wisconsin / OFFICE OF THE COMMISSIONER OF INSURANCE

Tommy G. Thompson
Governor

Josephine W. Musser
Commissioner

121 East Wilson Street
P.O. Box 7873
Madison, Wisconsin 53707-7873
(608) 266-3585

DATE: December 3, 1966

TO: James E Klauser, Secretary
Department of Administration

FROM: Josephine Musser, Commissioner *JWM*
Office of the Commissioner of Insurance

SUBJECT: S. 16.515 to release of OCI reserves

REQUEST

This is a request to have money released from our unexpended reserves for the OCI imaging project and the client/server project. The original request relates to the FY95-97 Biennial Budget Decision items 5013 and 5011. DOA placed these funds in reserve with the intention of releasing the funds as the IT projects moved ahead. The specific request is for an increase in PR expenditure authority of \$673,400 PR in FY 97 pursuant to 20.145 (1)(g) appropriation 31.

ANALYSIS

The overall approach in FY97 is to aggressively follow-up the successes of the last year. In order to conserve resources we are carefully planning the sequence of projects to ensure smooth transitions. The agency has demonstrated that, although small, it can achieve large successes in the IT area through careful planning and close involvement of program units in IT projects. Further progress is now stalled due to the lack of hardware, software and programming support. Timely consideration of this request is essential to maintaining the momentum the agency has worked so hard to achieve. The following sections detail the specific projects to be funded.

Imaging

We have completed phase 1 and phase 2 of the imaging project. This project was delayed in FY96 by the loss of the IBM team leader. At that time, we advised our budget analyst, that the funds for FY96 would be needed once IBM continued the project, probably in FY97. With the new IBM team leader now on board, we would like to continue with the prototype. Phase 1 developed a strategic plan for deployment of document management OCI. The recommendation

was to go ahead with the Complaints transaction processing and data storage. Phase 2 was to redesign the complaint process workflow, develop a design and implementation plan and a cost benefit matrix. Those have been completed and a prototype and pilot proposed so that the technology and process could be tested before implementation begun. The requested expenditure authority of \$97,000 will help complete the prototype and help purchase the remaining recommended core technology. As anticipated in the 1995-97 biennial budget, full implementation funds will be requested in the 1997-99 biennium. Phase 3 will refine the workflow and incorporate it with the common OCI database and user interface.

Client/Server

OCI has completed setting it's IT strategic projects for the next fiscal year and beyond. The strategic plan calls for aggressive movement from the Wang proprietary hardware and software to client/server technology. To move this process forward quickly, OCI has hired a database administrator to analyze the common OCI database and set up an Oracle database so that data can be downloaded from the Wang. This download will make it easier for OCI to convert system to the new GUI environment quickly. We plan on moving all applications in their initial form during 1997. In the 1997-99 biennial budget, we have proposed to management that the client/server conversion be pursued very aggressively. The aim, as set forth in our IT Strategic Plan, is to complete the conversion in 1997-99 and then to focus on further integration and enhancements.

Money is needed immediately for development software, PCs, and a test server. We are working on the first system and plan to have it completed by January. As some of the staff are programming this system (Legal Tracking), others will be analyzing and planning the next project (Producer Licensing). This aggressive schedule will continue with planning and developing until all systems have been through their initial conversion. However forward movement will cease without funds to purchase needed hardware (such as development servers), software (such as Oracle Database licenses), and contractors (OCI plans to use at least 3 contractors through the fiscal year 1997). The attached pages detail the breakdown of how funds will be used in FY97 and how these expenditures fit into our IT plan for the next few years.

OCI will follow all state standards set for client/server technology. OCI also plans to propose it's schedule of projects and technology directions to a contract specialist in the area of client/server. This step is intended to confirm to OCI management that sound decisions have been made. We will forward our conclusions to you also.

Thank you for your help in moving OCI along this new technology path. Our old technology maintenance is a major worry for the IT staff and director and also for OCI management. The sooner the Wang is retired, the better.

CC: Sue Jablonsky, DOA Budget
Bruce Reines, Department of Administration
Randy Blumer, OCI
Clare Stapleton Concord, OCI
Judi Werner, OCI



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Explanation of projects on the Fiscal Year IT Spending Chart

- A. The current Legal File Tracking system was created in dBase and resides on a single PC in the agency. The system is being prototyped using Microsoft Access and will soon reside on the LAN and be accessible by all staff. OCI proposes to have Oracle and a common programming language installed by January. The request for contractor dollars for this project is to convert the Access system to the client/server hardware and software. This will make it a part of the Common OCI database. The GUI designed system will be part of an OCI common user interface. The Business Area Analysis and Legal System documentation are available for review.
- B. The Producer Licensing system will be a combination of license types that are currently tracked using the Wang minicomputer and Word documents. The combined entities are currently undergoing a business analysis. The consultant dollars will be spent on a design document for the new system. For now, a verbal briefing can be given on request. The contractor dollars will then be spent programming the system for the newly installed client/server hardware and software. This system will also be added to the OCI common user interface.
- C. The prototype of the imaging system has exposed the complexity of staff working with images of complaint documents and keeping track of the status of those documents in a separate Wang environment. The consultant dollars will be spent designing a new client/server Complaint system incorporating the images directly into the workflow. The contractor dollars will be spent programming the system. The dollars requested for Servers/Monitors/PC will be spent on a backup image server, 21" Ergonomic Image Monitors, and PC memory upgrades. This hardware will make the system user friendly (fast and readable). The backup of the images is a step for OCI in the direction of business resumption planning. No analysis documentation is available at this time. A verbal briefing will be supplied on request.
- D. OCI's infrastructure migration plan for FY96 and FY97 indicated hardware that would be retired after a 4 year period. These dollars will be spent to keep OCI's infrastructure up to date. This includes PC's, printers, servers, and disk drives. The detail can be supplied from the OCI IT Infrastructure Plan.
- E. OCI is planning to migrate to a 32 bit operating system late FY97 and early FY98. This migration is being moved up a year from the stated direction in the OCI IT Infrastructure Plan. This is necessary to take advantage of 32

bit applications development in the client/server environment. The first part of the migration will be to upgrade the LAN software to recognize this switch. After the upgrade on the server is tested and installed, the client PC operating system and office suite will be upgraded. This will be done program area by program area. This move should be just in time to roll out the new Complaints and Producer Licensing systems. These systems will be written to take advantage of a 32 bit operating system. Money will be set aside for training of all OCI staff. The Oracle dollars will allow each client to run applications developed using the Oracle database. The NT Office Software dollars will change the MS Office Suite applications at every desktop. More documentation is available on request.

- F. OCI has proposed moving from the proprietary Wang hardware and software platform to a more open client/server environment. This technology environment should be in place for programming in January, prototyping, and production roll out. This direction is set out in the Strategic IT Plan published September of 1996. The applications being built will reside on the new servers. OCI is planning to buy robust Compaq Proliant servers to guarantee systems up time for staff. Redundancy (2 servers) are needed for that reason. A third server will be purchased for the IS Section to partition development away from the production environment. More documentation is available on request.

Date: February 27, 1997

To: Mark D. Bugher, Secretary
Department of Administration

From: Kirsten M. Grinde *KMG*
Policy and Budget Analyst

Subject: Request under s. 16.505 from the Department of Natural Resources for a Chemist Position

Request

The Department of Natural Resources (DNR) requests a 0.5 FTE PR-O permanent position in FY97 under s. 20.370 (2)(fj) (environmental quality -- laboratory certification) for performance of on-site evaluations of municipal wastewater treatment plant laboratories.

The appropriation is an annual program revenue appropriation and has adequate expenditure authority to cover the cost of the position.

Revenue Source for Appropriation

This position will be funded by revenues from program fees collected for administration of the laboratory certification program under s. 299.11 (9), Wis. Stats.

Background

The requested 0.5 FTE permanent position is a Chemist - Entry. The position will be located in DNR's West Central Region and will perform on-site evaluations of laboratories at municipal wastewater treatment plants.

Created over 10 years ago, the Laboratory Certification and Registration Program in the Bureau of Integrated Science Services monitors and certifies more than 560 laboratories, approximately 190 of which are located out of state. Laboratories certified under this program provide test results for:

- a) solid and hazardous waste facility feasibility reports, plans of operation or license conditions;
- b) mining permit applications;

- c) required monitoring under ch. 283, Wisconsin Statutes;
- d) well replacement or alternative water supply provision;
- e) groundwater monitoring;
- f) Safe Drinking Water Program management or enforcement;
- g) requirements under contracts with the department;
- h) hazardous substance discharge investigations; and
- i) other programs as determined by the department and specified in rule.

Administrative and operating expenses are covered by revenues from fees charged to each laboratory. Fees are set by rule, and total revenue is limited to the spending authority awarded to the program in the biennial budget.

Analysis

Assigned to the central office in Madison, the program's current 5.89 FTE classified permanent positions complete certifications for all out-of-state and most in-state laboratories in the program. The remainder of the certifications are completed by LTEs, generally wastewater engineers, located in each region.

The requested position would be responsible for performing on-site evaluations of laboratories at municipal wastewater treatment plants. These on-site evaluations are required before a laboratory may become certified or registered and must be completed by the department within 90 days of receipt of an application for certification or registration. Once a laboratory is certified or registered in a test category, the department may waive the on-site evaluation requirement to certify or register the laboratory in additional test categories.

Also, the department must perform an on-site evaluation of each laboratory certified or registered under this program not more than once every three years, unless the department has reason to believe that the laboratory is not in compliance with ch. NR 149, Wis. Admin. Code, or the laboratory requests additional evaluation. After receiving the evaluation report, a laboratory has 30 days to respond to deficiencies cited in the report. An unannounced, follow-up on-site evaluation may be performed to verify the cited deficiencies have been corrected.

Currently 98 laboratories in the west central area of the state are certified or registered by the department under this program. A permanent position is requested for this area because the department has been unsuccessful in hiring and retaining LTEs with adequate skill levels. A permanent position will allow the department to offer laboratories an on-going contact person and consistency in evaluations. In addition, the position will allow the department to meet the time requirements of the application process and complete follow-up evaluations.

No additional space or expenditure authority is needed for this position. This position will occupy space currently used by LTEs in the west central regional office. The salary and fringe benefit costs of this position will be covered with existing expenditure authority.

Recommendation

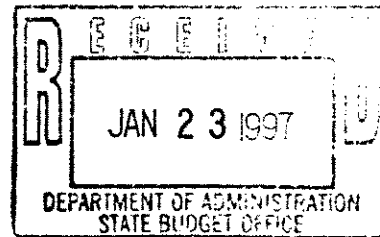
Approve the requested 0.5 FTE permanent position for on-site evaluations of municipal wastewater treatment plants, under s. 20.370 (2)(fj) (environmental quality -- laboratory certification).

CORRESPONDENCE/MEMORANDUM

State of Wisconsin

DATE: January 9, 1997
TO: *Rich*
Richard Chandler
State Budget Director
10th Floor
Administration Building
FROM: *George*
George Meyer
Secretary
Department of Natural Resources

FILE REF: 9310



SUBJECT: S. 16.505 Request For 0.5 FTE Permanent Program Revenue Position

Request

The Department of Natural Resources requests the creation of 0.5 FTE permanent program revenue position to be funded with revenue from laboratory certification fees, appropriation number s. 20.370(2)(fj). The half-time position will be funded by existing LTE funds in the appropriation, so there will be no increase required in spending authority. The position will be classified as a Chemist - Entry, and the estimated annual cost of the position for salary and fringe benefits is \$18,924. The position is needed to perform on-site evaluations of municipal wastewater treatment plants, as required under ch. NR 149, Wis. Adm Code. It will be assigned to the Bureau of Integrated Science Services, Analytical and Statistical Services Section, and located in the West Central Region.

Background/Justification

The Laboratory Certification and Registration Program has been in existence for over 10 years and continues to experience annual growth with a permanent workload that is anticipated to continue into the foreseeable future. It is a program revenue fee-based program that operates with a balanced budget designed to collect the fees necessary to support administrative and operating expenses. Revenue from fees was \$447,400 in FY 96, and is estimated to be \$451,400 in FY 97, \$468,000 in FY 98, and \$475,000 in FY 99. The appropriation is an "all funds received" appropriation, with spending authority of \$451,400 in FY 97. There are currently 5.89 FTE classified permanent positions supported by this revenue.

Currently, there are more than 560 laboratories that are monitored and certified by the program, 300 of which are registered public laboratories. Approximately 190 of these laboratories are out of state. The 5.89 permanent positions are assigned to the central office, and do most of the in-state and all of the out-of-state certifications. Some laboratory monitoring and certification responsibilities have historically been carried out in regions through the use of LTEs. A permanent, .5 FTE position in the West Central Region would allow the program to:

- * achieve consistency in the quality of evaluations and maintain consistent communications with facility contacts,